

**BY ORDER OF THE COMMANDER  
90TH MISSILE WING**

**90TH MISSILE WING INSTRUCTION 32-901**

**8 MAY 2012**

***Civil Engineering***

**UNACCOMPANIED HOUSING (UH)**



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This instruction implements requirements of AFI 32-6005, *Unaccompanied Housing Management*, establishes Francis E. Warren Air Force Base (FEW) dormitory (dorm) standards. It applies to all dorm residents. A copy of this instruction must be kept in the dorm room. Dorm residents' knowledge and compliance with these standards will make their stay at FEW pleasant and comfortable. Where there are many people living in one place, it is imperative to ensure a safe, healthy, and clean living environment. Without the dorm resident being well rested and in good health, the mission of FEW cannot be accomplished. In the event questions or situations arise that are not addressed by this instruction, the dorm resident should bring them to the attention of the appropriate dorm manager or first sergeant. The 90 MW is committed to upholding these standards equally among all residents. Violations of Paragraphs 2.1., 2.1.1.1., 2.9., 2.20.1., 2.20.2., 3.3., 4.3., and 5.5. are punishable under Article 92, Uniform Code of Military Justice (UCMJ). Also reference Attachment 2, Condition of Occupancy for Military Unaccompanied Housing, and paragraph 18. Personnel discovered damaging or stealing Air Force assets will be prosecuted to the fullest extent of the law under the UCMJ. All legal means will be used to collect damages and secure areas from destruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>. Comply with AFI 33-332, *Air Force Privacy Program*, for documents containing Privacy Act information. Comply with DOD Regulation 5400.7/Air Force Supplement, *DOD Freedom of Information Act Program*, for

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### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed to update policies in unaccompanied housing and Air Force Global Strike Command Supplement dated 1 May 2010 changing all AFSPC references to AFGSC.

**1. Air Force Responsibilities:** The Air Force will provide inspection, maintenance and repair, refuse collection and disposal, pest control, fire and police protection for residents assigned to unaccompanied housing.

1.1. Initial Inspection: An Airmen Dorm Leader, also known as a dorm manager, will escort residents to their room and conduct an initial inspection. During that time, all identified discrepancies with the room and appliances will be documented on an AF Form 228, Furnishings Custody Receipt and Condition Report. Residents then have three (3) duty days to provide additional discrepancies to the dorm manager. Any items noted thereafter will be the resident's responsibility to fix or replace prior to clearing the dorm room.

1.2. Maintenance and Repair: The Base Civil Engineer (BCE) has primary responsibility for ensuring maintenance for the room and dorm. If maintenance needs to be performed Monday through Friday, 0730-1630, residents need to contact the dorm manager. In case of an emergency during nights, weekends, and holidays, contact the 90 CES Service Call Desk at 773-1856. For non-emergencies, wait until the next duty day and contact the dorm manager.

#### **1.2.1. Work Order Response Time:**

1.2.1.1. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples of emergencies or emergency work orders include structural, utility, or mechanical problems that could cause loss of life or property, serious damage affecting health, safety, security, or mission.

1.2.1.2. Urgent work orders are completed within 5 workdays. Completion date may be longer pending requisition of materials. Maintenance will normally be performed between 0730-1630. Example of an urgent work order is a "backed-up" commode when there is no other commode available.

1.2.1.3. Routine work orders are completed within 30 days. Completion dates may be longer pending requisition of materials. Maintenance will normally be performed between 0730-1630. Some examples of routine work orders are minor faucet leaks, repairs to wall locker doors, shelving, interior walls, or any cosmetic improvements.

1.3. Refuse Collection and Disposal: Residents will place room trash and garbage in the dumpsters provided. Exterior garbage cans are provided for minor trash or litter, not room trash. Resident's personal dayroom garbage is to be taken to the dumpster or thrown out with room trash. Do not place trash in stairwells. Recycling containers are provided and available

for use. The 90th Civil Engineer Entomology Section will dispose of dead animals found on base (call 773-2657).

1.4. Insect Control: If needed, rooms will be treated before move in; however, it is expected residents take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from quarters daily, and discard empty paper bags and boxes as quickly as possible. If infestation occurs that is beyond your control, call the dorm manager.

1.5. Change Combinations: The dorm manager keeps a master combination log of all rooms. If a combination change is needed, contact the dorm manager, in person, during normal duty hours, 0730-1630 (see Attachment 1, Base Facilities/Bldg/Phone Numbers). It is the resident's responsibility to keep the combination secure. Excessive requests to change combinations can cause damage to the lock itself and may result in a labor charge. Do not give combination to friends.

1.6. Ground Care: The base grounds crew will normally maintain common areas. Residents are responsible for keeping the grounds clean. The dorm manager may have additional ground care requirements for bay orderlies.

1.7. Appliances: Ranges, refrigerators, and dishwashers, if installed, are government furnished and maintained. Appliances are assigned by serial number and verified at check-in and during termination inspections. The dorm manager will demonstrate proper removal and replacement procedures. Notify the dorm manager of any problems immediately.

1.8. Dorm Managers: Dorm managers are responsible for the management and maintenance of the unaccompanied dorms. These duties include, but are not limited to:

1.8.1. Assigning and terminating rooms:

1.8.2. Inspecting rooms monthly for maintenance, health hazards, and safety violations.

1.8.3. Dorm managers will ensure each dorm resident signs a certification as outlined in Attachment 3, certifying receipt of a copy of 90 MWI 32-901, understanding the rules and provisions therein.

1.8.4. Accounting for furniture, appliances, recreation equipment, and supplies.

1.8.5. Acts as facility manager and ensures proper reporting.

1.8.6. Budgets, orders, and purchases supply, linens, furnishings, and so forth; and participates in the Quarters Improvement Committee (QIC).

1.8.7. Schedules and supervises bay orderlies. Security Forces Group (SFG) will schedule their bay orderlies.

1.8.8. Initiates and tracks maintenance work orders as well as various self-help projects.

**2. Resident Responsibility, Maintain Dorm Standards, and Policies.** The dorm is your home and you should feel at home in it; however, there are some prohibitions:

2.1. Prohibitions in dorm rooms include, but are not limited to, the following: All forms of tobacco use are prohibited. This includes, but is not limited to cigars, cigarettes, snuff, chewing tobacco, and so forth. No pets (except fish), automotive parts, auto batteries, barbecue grills, burning or burnt candles, incense, flammable liquids (except cosmetic),

flammable pressurized gases (except cosmetic), electrical timers, flammable room decorations hanging from the ceiling, flammable paints, gambling, hot plates, open flames, smoking in bed, cohabitation, illegal drugs including spice, drug paraphernalia, Hukas, prescription drugs not belonging to the resident, unsealed foods, sterno fuel, residents on dorm roofs, weapons (see paragraph 4.3. for listing), live Christmas trees, multiple outlet extension cords, and under-age drinking (must be 21). The BCE must approve space heaters. Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. If unsure if an item or action is acceptable, ask the dorm manager.

2.1.1. Pictures, Posters, and Calendars:

2.1.1.1. Pictures of scantily clothed persons, either male or female, that may be offensive to others are prohibited. Illegal pornographic material (e.g., child pornography) is prohibited; pornographic material displaying male or female genitalia or female breasts will not be visible in the resident's room. No pictures that depict or show the act of sexual intercourse or profanity in either word or symbol is prohibited. Pictures of drugs or drug paraphernalia will be considered prohibited room decorations

2.1.1.2. No items or pictures that degrade national or military leaders will be acceptable as decorations and are prohibited.

2.1.2. Messages, Decals, Stickers, or Posters and Other Items: Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on the outside of the door, in the window, or on any furnishings. Do not tape or affix separation or PCS orders to the door surface.

2.2. Cleanliness: Dorms will be maintained within Air Force standards as outlined in AFI 32-6005, Unaccompanied Housing Management, as supplemented, and this instruction.

2.3. Inspections. Random monthly and unannounced quarterly inspections are conducted by the First Sergeants, commanders, or other designated authorized personnel. The focus of quarters' inspection is safety and health. The following is a guide to proper care and room maintenance:

2.3.1. Closets: Any closet that is unlocked is subject to inspection.

2.3.2. Floors: Clean and vacuum as needed. Ensure no dirt is built-up in the corners, behind the doors, under beds, or other furniture. Protect floors and carpets with newspapers or other absorbent materials when applying shoeshine or edge dressing products to shoes or boots.

2.3.3. Carpets: Carpets should be vacuumed and shampooed when needed. See the dorm manager for use of a carpet shampoo machine. Any damage to carpets caused by misuse, abuse, burns, and accidents, may be chargeable to the resident.

2.3.4. Walls: Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls or furnishings as these cause damage upon removal. Use nail or "J" type hangers only and remove them prior to termination. Make sure doorstops are serviceable to prevent damage to walls. If there are holes or depressions in the walls, they must be repaired. If the holes are small, (less than 3 inches), the resident may repair them. Any

holes larger than 3 inches must be reported to the dorm manager as soon as possible. It is the responsibility of the residents to report any problems as soon as possible. Walls must be repaired and repainted as necessary, a minimum of one month prior to out-processing. Paint and materials may be obtained from the dorm manager for normal wear and tear repair, or instructions on where to purchase if it is the resident's responsibility. However, when rooms are painted in personalized colors or unusual patterns must be repainted one month prior to departure and cost of the paint is the resident's responsibility.

2.3.5. Sink: Clean hair from drain trap as needed. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to the dorm manager immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure that mirrors are cleaned on an as-needed basis.

2.3.6. Refrigerators: Clean any spills on the inside. Dispose of spoiled food products regularly to prevent mold growth. Clean interior surfaces of refrigerators with water and baking soda on a regular basis. Defrost the freezer as needed. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash the metal strips on the inside of the door. Be sure that there is no food residue splattered on the inside. The seal around the edge of the door must be clean and without food particles or dust/dirt. Dust off the wire framework in the rear of the refrigerator to improve cooling and extend the life of the unit. Be sure to clean around and under the refrigerator. While defrosting the freezer, do not use a sharp instrument to chip away ice and frost. This practice may puncture the coils, and make residents liable for replacement. For guidance on how to properly defrost and clean, see the dorm manager.

2.3.7. Microwaves: Government microwaves, as well as personally owned microwaves, must be clean, both inside and outside at all times. Never leave microwaves unattended while in use. Use a paper plate or napkin to prevent splatter on regular use. Do not use metal or aluminum in microwave.

2.3.8. Toilet/Bathing Area: This entire area must be especially cared for due to potential bacterial growth. Clean the complete toilet ensemble, inside and out, with a disinfectant or residue-type cleaner as needed, but at least weekly. Clean the shower tile, bathtub, and shower curtain or door with a disinfectant or residue-type cleaner as needed. There should be no soap scum or other residue left on walls. The shower curtain must be clean without mold or mildew stains. If the stains will not come off, have the dorm manager get a new one. Pay particular attention to the curtain wall, as it will mold quickly if allowed to remain damp for extended periods of time. Be sure the ceiling light is clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Be sure the entire ceiling is clean and has no build-up of mold or mildew that is subject to grow under conditions of extreme dampness. Clean the floor behind the toilet and in the corners.

2.3.9. Living Area: The living area is the easiest to clean. Government issued bedding, sheets, and pillowcases may be taken to the dorm manager weekly or will be cleaned weekly by the resident. Take issued blankets and mattress covers to linen exchange as needed. If bedding is purchased, return the government linen to the dorm manager or the resident will be liable for replacement cost.

2.3.10. Under Bed Storage: This area may be used for storage of small items. However, the items stored must be neatly arranged, the area is subject to inspection.

2.3.11. Furniture: Furniture must be clean and neatly arranged in the room. Items on top of tables, dressers, and desks must be neat and dusted as needed. Government issued furniture must remain in the room and is not to be removed or placed in storage.

2.3.12. Windows. Clean inside windows, channels, and windowsills as needed. Do not remove screens. Report damaged or missing screens to the dorm manager. Lock the windows when leaving the room for security purposes. Ensure windows are closed during winter months to prevent freezing of water pipes.

2.3.13. Doors: Clean the door, frame, and sills above the door weekly. Doors must have a current and correct nametag. See the dorm manager to have a new one made when rank is changed.

2.3.14. Room Decorations: Personal decorations must be neat and in good taste. Decorations should not cover more than 25 percent of walls and no decoration will be hung from the ceilings. Picture frames are not required. However, if pictures and posters are taped on the walls, any damage done by the tape, must be repaired by the resident one month prior to being released from responsibility for that room.

2.3.15. Holes: Any holes put in the walls to support shelves, pictures, or other wall decorations must be filled and painted prior to resident being released from responsibility for that room. 2.3.16. Furnishings: Residents sign for the furniture/appliances in their room on the AF Form 228 maintained in the dorm manager's office. Residents are responsible for the furnishings signed for and will be held liable for loss or damages and must not remove room furniture. Beds may be bunked or not, however, the dorm manager furnishes the hardware. Residents must place bunk beds in the standard configuration. Beds must be assembled with a frame, headboard, and footboard, if applicable.

#### 2.4. Dormitory and Dormitory Room Quarterly Awards Program:

2.4.1. The objective of the dormitory award program is to instill pride of ownership and provide incentive for dormitory residents to adopt a community oriented philosophy toward their dormitories. The program will be based on the calendar year. During the third month of each quarter (March, June, September and December) each dormitory and a single room from each dormitory zone will compete in the 90 MW Quarterly Dormitory Award program. No later than the 15th day of the third month of the quarter, First Sergeants will nominate a single room in their assigned dormitory zone to compete for Dormitory Room of the Quarter. In dormitories with residents from multiple squadrons, all First Sergeants with residents in that dormitory will meet and will select a single dormitory room winner. Selection will be based on cleanliness, atmosphere, comfort, and resident involvement. All dormitories and the dormitory room of the quarter from each dormitory will be inspected by a minimum of three First Sergeants. SNCO's each from a different squadron.

2.4.2. Inspections of the selected dorms and rooms will be conducted between the 16th and the last duty day of the third month of the quarter. All dormitory and single room inspections should be completed in a single day and will be inspected by the Wing

Commander or designated representative, and the Command Chief. A minimum of one First Sergeant, the effected dormitory manager and dorm council will accompany the inspection team throughout the inspection. First Sergeants, dormitory managers, and dorm council members consult and may provide assistance/inputs to the inspection team members.

2.4.3. Inspections will be conducted using locally developed dormitory and individual room inspection checklists, (Attachment 3). The inspection team leader will notify 90 MW/CCM to sign a memorandum to be forwarded to the 90 MW/CC formally identifying the 90 MW Dormitory and Dormitory Room of the Quarter.

2.4.4. Previous quarterly dormitory and dormitory room winners (if applicable) will be inspected but are ineligible to win consecutive quarters. Dormitories and individual dormitory rooms may not be consecutive quarterly winners, but may be selected as quarterly winners more than once annually.

2.4.5. The Dormitory of the Quarter will receive an amount to be determined yearly from the 90 MW/CC executive account to be presented by the wing commander in a public forum whenever possible. Funds must be spent in compliance with all financial requirements and regulations expressly for dormitory quality-of-life improvements. The Command Chief, owning First Sergeants and respective dormitory council leadership will determine the best use of funds expenditures. A highly visible recognition sign will be placed in front of the winning dormitory identifying it as the Dormitory of the Quarter.

2.4.6. Each individual dormitory room nominee resident will have parking privileges to park near their respective dormitories, "Dormitory Room of the Quarter" reserved parking spot (one from each dormitory) and receive a one-day pass from their squadron commander. The overall 90 MW dormitory room winner will receive a 90 MW/CCM coin and be awarded a three-day pass from their squadron commander. Mission requirements will dictate award and use of all recognition passes. Only one three-day pass may be used per year.

2.5. Personal Furniture: Personal furnishings must be in good, safe condition and must present a neat and acceptable appearance. Personal beds must not interfere with egress from rooms, and all government furniture must remain in the room. Waterbeds are not authorized or permitted. You will be held liable for any damages caused by personal furnishings and for any missing government issued furniture.

2.6. Dayroom Furniture: Dorm residents are prohibited from removing any furniture from the dayrooms. If dayroom furnishing are damaged or destroyed, a Report of Survey (ROS) will be accomplished to assess liability. If you see any misuse of government furniture, notify the dorm manager or Security Forces immediately.

2.7. Visitors: Guests are permitted in your room if all residents of the room agree. Your guests must be escorted at all times while in the dorm and you are responsible for their language, dress, courtesy, and conduct. Cohabitation is not permitted. No guests under the age of 18 will be permitted in the dorm, other than the military member's immediate family, unless accompanied by the guest's parent or parents. Guests are not permitted in the room/dorm between 2400-0600 hours.

2.8. Hospitality Room: The hospitality rooms have been established, as needed, to house personnel for only a short duration. Hospitality rooms will be available through the Consolidated Dormitory Management Office (CDMO).

2.8.1. Departing Personnel: Departing personnel will be given a hospitality room if available or they may remain in their assigned rooms until the day prior to PCS. Upon check out, the room will be cleaned according to standards. All linen will be exchanged and the bed made. A final room inspection will be accomplished prior to check out. If a hospitality room was utilized, all bedding must be washed, dried, folded and placed on the bed by the resident.

2.9. Room Assignment and Termination: Rooms are assigned in accordance with space authorizations outlined in AFI 32-6005 and this instruction. You may not move from your assigned quarters without your dorm manager's approval. Rooms may be terminated by contacting your dorm manager at least 30 days prior to your departure. You will be advised of any clearance requirements and you must have the room prepared for new residents prior to final inspection. This includes removing all personal items. NOTE: Room walls will be repaired and painted prior to residents terminating and vacating the premises. If a member abandons a room or fails to completely out-process before their departure, an ROS will be accomplished to assess liability for any damages or repairs required to restore the room to its original condition.

2.10. Security: All your high-cost items should be securely stored when you are absent from the room. In case of theft, valuable items such as televisions and stereos should have their serial number recorded and kept in a safe location. The Air Force will not pay claims on stolen items that are not secured. Your locker, window, and room must be locked when unoccupied.

2.11. Room Exterior: Room numbers, nameplates, and approved message plates will be the only things mounted on your door. Your nameplate will be updated to reflect the most current status. See the dorm manager for a new one when needed. You are responsible for vacuuming the hallway in front of your room.

2.12. Exterior Care: Help keep your dorm clean and neat; if you see trash, please pick it up.

2.13. Kitchen: Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. The individual using the facility will clean after each use. Clean ovens and broiler units regularly, as well as the top burners, to prevent a fire hazard. Use oven cleaner only on the inside of the oven; do not use cleaner on ovens that are self-cleaning. You are liable for any damage caused to the oven. Do not put grease in the garbage disposals, as it will solidify in the pipes and cause clogging. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease build-up.

2.14. Supplies: The dorm manager purchases cleaning supplies for use only in the common areas and these items will not be used in private rooms. See the dorm manager for use of purchased items. The dorm manager will provide special lights (fluorescent, mercury vapor, and so forth) but you must replace your own regular lamp bulbs.

2.15. Leave or Extended TDY: If you will be leaving your quarters unoccupied for extended periods of time, (over 5 days), you must make arrangements for security, prudent care, and



periodic inspections of your quarters. Inform your dorm manager of your intended absence and provide the name of a person designated by you to have access to perform normal resident maintenance. If you request, your dorm manager may check on your quarters.

2.16. Liability for Damage to Dorm Facility: A dorm resident may be held fully liable for damage to their dorm facility: if loss or damage was caused by negligence, or willful misconduct of a resident, dependent, or guest when the member was on notice of the particular risk involved, and failed to take preventive action.

2.17. Insurance: The Housing Management Office or Base Legal Office may answer specific questions on insurance. Renters insurance is strongly encouraged.

2.18. Energy Conservation: Keep exterior doors closed during heating and cooling periods to conserve energy, water, and electricity.

2.18.1. Water: You may use normal and reasonable amounts of water; however, don't be wasteful. Excessive use results in increased costs and depletion of the supply. Do not wash your car at the dorm. Use the base car wash located on Old Glory Road as an alternative. Do your part to conserve energy.

2.18.2. Electricity: Minimize the use of all electrical appliances and lights, especially during the peak demand periods of 0900-1130 and 1400-1900. Do not leave televisions or radios on unattended. When you leave your room, unplug irons and turn off all appliances as well as room lights.

2.18.3. Laundry Facilities: Only dorm residents are authorized to use the laundry facilities. Washing with full loads is recommended to conserve energy. Do not overload washers or dryers. Overloading causes damage to the machine and possible flooding to the dorm. Remove all items from pockets prior to washing. Never place plastic articles, pens, or other markers in washers or dryers. You must clean the lint filter before you start the dryer. If you have a problem with your facilities, contact the dorm manager.

2.19. Environmental Issues: Engine oils, engine coolants, car grease, and other similar products will not be poured into plumbing, drainage system, on the ground, or in dumpsters. Automotive tires and batteries are to be properly disposed of through recycling programs.

2.20. Drinking Alcohol: The legal drinking age is 21. If you are assigned a roommate who is over 21, this person may have alcohol in the room; however, if you are under 21, you may not drink. There are no exceptions to this rule—it's the law! Violations of this or any law must be reported to the Law Enforcement Desk (LE Desk) 773-3501.

2.21. Bicycles: Bicycles are to be locked up at the bike racks outside provided at each dorm. Bicycles will not be stored under staircases, on balconies, or chained to railings. Abandoned bicycles will be tagged and removed.

2.22. Vehicles: Authorized minor work on vehicles consists of cleaning the interior, waxing, and air filter changes. Cleaning the interior, waxing of vehicles will not be done on sidewalks, grass or seeded areas. Do not park on seeded areas. NOTE: Non-operational vehicles and unregistered vehicles are prohibited in the dorm area.

2.22.1. Oil and other fluid changes in the parking lot are prohibited: Security Forces may ticket you. Dumping of oils or any vehicle fluids in any unauthorized manner is subject to a fine of up to \$10,000.

2.23. Marriage: A dorm resident is authorized to move off-base, regardless of rank, as long as the member is within 60 days of getting married.

2.24. Pregnancy: Female members are authorized to move off-base as early as the 20th week of pregnancy. The Commander may direct the move of pregnant members from the 30th week of pregnancy until the date of birth. It is mandatory to move off-base once the member has reached the 30th week. Also, the member should add her name to the base housing waiting list as soon as pregnancy is confirmed. All that is required is a copy of the orders assigning her to FEW and a memorandum of confirmed pregnancy, which can be obtained from her OB/GYN doctor.

### **3. Fire Protection:**

3.1. Fire Evacuation Plan: In the event of a fire, follow the dorm fire evacuation plan provided on dorm bulletin board which shows both primary and alternate routes of escape. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Know the evacuation plan and practice your escape route. Ensure your guests are aware of exit routes and plan. Any questions on fire prevention should be directed to the base fire department, 773-5528.

3.2. Fire Extinguishers: Fire extinguishers are located throughout the dorm. The fire extinguishers are for fire fighting and not for horseplay. Notify the dorm manager if you notice an extinguisher is over or undercharged or has been discharged or damaged.

3.3. Smoke Detectors/Fire Alarms: All residents must evacuate the dorm if the alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. Residents perform monthly inspections of smoke detectors. Do not remove it for any reason. Articles will not be mounted on, or attached to, any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heat or smoke detectors, sprinkler heads, and heating appliances.

3.4. Fire Reporting: If a fire occurs in your dorm, immediately dial 911. Give the fire alarm operator your name, base dorm number and street, if known. Do not hang up until you are told to do so. All fires must be reported. Fire reporting telephone stickers must be affixed to room phones (see the dorm manager to obtain them).

3.5. Flammable Item Storage: Storage of flammable item in dorms is prohibited. Prohibited flammable items include: gasoline, kerosene, candles (with visibly burnt wicks), incense, or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover).

3.6. Barbecue Grills: Barbecue grills are provided at the dorms. Portable grills are prohibited for use around the dorms and on balconies; however, they may not be stored in dorm rooms, but they may be stored in the storerooms for personal outings. Damage from barbecue grills or grease drippings, is considered the residents' responsibility to repair or clean up.

3.7. Space Heaters: The BCE authorizes space heaters on a case-by-case basis.

3.8. Cooking Appliances: Cooking in the dorm bedroom is prohibited except in microwaves. The only appliances allowed in dorm rooms are coffee pots with automatic

shutoffs, hot air popcorn poppers, and microwave ovens using less than 1600 watts each. If you are in a dorm with a kitchen, never leave cooking unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call 911. Never use water! Do not attempt to move the pan. The kitchen exhaust fan filter should be cleaned monthly to prevent the accumulation of grease. Hot plates, toaster ovens, and convection ovens are not permitted in dorm rooms. One-plus-one and Dorm-4-Airmen rooms with kitchens may have additional small appliances provided they are approved through the CDMO and are kept clean and unplugged when not in use.

3.9. Extension Cords: Extension cords are not permitted. The only exceptions to these are power surge cords (surge protectors).

3.10. Heat Producing Devices: Coffee pots, hot air popcorn poppers, irons, hair dryers and straightening/curling irons must be unplugged when not in use.

3.11. Trash: Prevent trash from accumulating in your room. Dorm residents will not empty their room trashcans in any receptacle located in or around the dorm. Room trash will be dumped in the dumpsters located outside the dorm daily.

3.12. Storage: Large boxes and luggage will be stored in storage rooms, not in personal rooms. All items placed in storage are at residents' risk. Access to storage will be during normal duty hours. No tires will be placed in storage.

**4. Force Protection (Security Forces):** The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dorm area is accomplished on a routine basis by Security Forces, and when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the LE Desk 773-3501.

4.1. Parking: Park in designated parking areas only. Parking is prohibited on grass or dirt areas. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas and not under dorm staircases or on sidewalks.

4.2. Visitor Reception: If you plan to have visitors, call 773-3694 or stop by the Visitor Control Center at the main gate prior to the arrival of your guest or guests, with the following information: Name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on FEW.

4.3. Weapons, Firearms and Fireworks: Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dorm. Violations are punishable under Article 92, UCMJ. Local laws and military regulations govern registration, possession and storage of privately owned weapons. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches (with the exception of kitchen knives and display case items). All types of guns designed to propel a projectile (BB, pellet, paint ball, bullet, and so forth) whether by air, gas or other means, are prohibited. Items such as stun guns are prohibited. All types of water guns are prohibited for use in the dorm. All firearms must be registered and stored at the Security Forces Armory. For information on storage of firearms, contact the LE Desk at 773-3501.

4.4. Crime Stop: Be on the watch for vandalism and theft and promptly report it to the LE Desk, 773-3501.

## **5. Good Neighbors:**

5.1. Resident Courtesy: Courtesy goes a long way in helping reduce tension among dorm residents.

5.2. Noise Control: With shift workers living in all dorms, quiet hours are 24 hours a day. If stereo or other noise can be heard outside the room or through the walls, it is definitely too loud. Many dorm residents work shifts and sleep during the day. Please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do. Please keep the volume down; excessive stereo and television volume is very disruptive.

5.3. Parties and Social Gatherings: Parties and other social gatherings are permitted in designated dayrooms upon prior approval with the dorm manager and First Sergeant. However, you must still take into consideration that other dorm residents may be asleep, so the noise level must be kept down. Please clean up after yourself. Do not rearrange day room furniture unless you put it back. Do not remove furniture from the day rooms. Dispose of your trash properly. Remember, the club and community activity centers are available for parties. Make reservations through the applicable agency in charge.

5.4. Pets: The only pets allowed in the dorms are fish. Residents should further understand that any damage caused by an aquarium is their responsibility.

5.5. Wild Game: The cleaning of wild game is prohibited in the dorm area.

5.6. Recreation Vehicles: Storage of recreational vehicles (e.g., RVs, ATVs, boats, etc.) in dorm areas is prohibited.

5.7. Motor Vehicles: No motor vehicle being operated on FEW or in the dorm area shall have music emitting from the vehicle, which would disturb or be a nuisance to other residents.

5.8. Repair Work. Repair work on your vehicle other than that outlined in paragraph 2.22.1. of this instruction is not authorized in the dorm area. The Auto Hobby Shop should be used for this repair work.

## **6. FEW Specific Topics:**

6.1. Business Enterprises: Some businesses for profit may be conducted from your dorm room. Any such enterprise must be approved in writing by 90 MSG/CC through 90 CES/CEAC. Signs for advertising businesses are prohibited in the dorm areas. Contact the Housing Element Chief for additional information and guidance.

6.2. Solicitation in Dorm Housing: All forms of solicitation are prohibited in the dorms. Report solicitors to the LE Desk, 773-3501, immediately.

6.3. Telephones: The 90th Communications Squadron maintains dorm common area phones. Dorm room phones can be obtained at your own cost. It is recommended that agreements between roommates to share costs be put into writing to avoid conflicts at a later date. Remember that the individual with their name on the bill is ultimately responsible for any debts incurred.

6.4. Cable Television and Internet: Cable television and internet can be obtained by calling the local cable company.

## **7. Self-Help Work:**

7.1. Requesting Self-Help Work: Self-help work in military dorms must be relatively simple and is designed primarily for resident benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. All self-help work requires completion of an AF IMT 332, Base Civil Engineer Work Request, and coordination as directed by the dorm manager. No work may be accomplished until this procedure has been followed and approval received.

7.2. Painting Interior Walls: Painting requires approval before you begin. The dorm manager will inspect before and after painting. Government furnished paint is available; other colors are at resident's expense. The room must be returned to authorized colors and condition prior to terminating the room or the room must be accepted by the new resident.

7.3. Inspection of Self-Help Work: Periodic inspection must be accomplished while work is in progress. No electrical wiring will be done except by a certified electrician. Self-help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, your area must be restored to its original configuration.

## **8. Termination of Unaccompanied Housing:**

8.1. Giving Notice: Orders are not required to set up termination inspections. The 90 MW requires 30 days notice of your vacating date (short notice PCS/separations excluded). Notify the dorm manager of your departure, who will then provide you with a list of requirements for termination, and will schedule your final inspection.

8.1.1. Authorization for Basic Allowance for Housing (BAH)/Basic Allowance for Subsistence (BAS): Termination of Unaccompanied Housing (UH) for other than PCS will be in accordance with AFI 32-6005, Unaccompanied Housing Management. Authorization for BAH/BAS will be determined by base dorm occupancy rates and offered by priority from the BAH waiting list. Do not enter into a rental or sales agreement for off-base housing until you have coordinated with the CDMO and the Housing Office. The finance section may arrange for advance pay to cover expenses, but the Housing Office is the only office on base authorized to start BAH.

8.1.2. Airmen and Family Readiness Center: The Airmen and Family Readiness Center can be of great assistance in your future moves. Ask them about availability of housing at your next location. Call 773-2241 for more information.

8.1.3. Final Inspection: If you need a substitute to stand final inspection, notify the Unaccompanied Housing Superintendent in advance and necessary forms and guidance will be given. NOTE: The responsibility for final clearance of unaccompanied housing rests solely with the resident.

CHRISTOPHER A. COFFELT, Colonel, USAF  
Commander, 90th Missile Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

***Prescribed and Adopted Forms:***

**Prescribed Forms** No forms are prescribed by this instruction.

**Adopted Forms**

AF Form 228, *Furnishings Custody Receipt and Condition Report*, 01 November 2000

AF IMT 332, *Base Civil Engineer Work Request*, 01 January 1991

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

## Attachment 2

## BASE FACILITIES/BLDG/PHONE NUMBERS

Ambulance		911
Area Defense Counsel		773-3248
CE Work Order Desk		773-1856/773-3175
Chaplain		773-3434
Family Advocacy		773-4228
Family Support		773-2241
Fire Department		117/773-2931
Law Enforcement Desk		911/773-3501
Mental Health		773-2998
Operator Assistance		113
Red Cross		773-3921/773-1855
Tri-Care Medical Appointments		772-4020
Tri-Care Off-Base Approval		773-3461
United Medical Center		634-2273
Urgent Care		773-3461
<b>Exchange Services:</b>		
Anthony's Pizza		778-8272
Aquatics Center		773-3195
Auto Skills Center		773-3869
Barber Shop Main Exchange		638-3046
Base Exchange Main Store		634-1593
Beauty Shop		634-7149
Bowling Alley		773-2210
Burger King		638-1360
Clothing Sales		773-3135
Dry Cleaning		637-5965
First Term Airman's Center (FTAC)		773-6048
Fitness Center		773-2304
Golf Course		773-3556
Hobby Shop		773-3166
Optical Shop		632-1369
Shoppette Gas Station		634-7432
Theater		773-2226
Thrift Shop		632-3398
Trail's End Club		773-3048
<b>Other Important Numbers:</b>		
Base Taxi		773-1843
Crow Creek Inn		773-1844
Directory Assistance		113
Finance (Military Pay)		773-1851
Finance (Travel Pay)		773-1858

Legal		773-2256
MPF Customer Service		773-2366
Post Office		773-3409
Social Actions		773-2741
Traffic Management Office Inbound		773-1848
Traffic Management Office Outbound		773-3824
Warren Federal Credit Union		432-5400
<b>Special Services:</b>		
Laramie County Library		634-3561
Road Report		635-9966
Optimum Cable		632-8114
Qwest		1-800-244-1111
Weather Report		773-2488
<b>CDM Superintendent</b>		773-2163/773-2642
<b>Dorm Managers:</b>		
Zone A	Dorm	Phone
	220	773-3190
	222	773-3190
	223	773-3190
Zone B		
	224	773-3014
	226	773-3014
	228	773-3014
	230	773-2163
Zone C		
	236	773-2825
	244	773-2825
	248	773-2825
Zone D		
	835	773-3014
	836	773-3014
	838	773-3014
	839	773-3014



**Attachment 3****CONDITION OF OCCUPANCY FOR MILITARY UNACCOMPANIED HOUSING**

\_\_\_\_\_ is assigned to \_\_\_\_\_ to be  
(Name: Last, First, MI.) (Room & Bldg)  
occupied as unaccompanied military housing on \_\_\_\_\_  
(DD/MM/YYYY)

1. Resident Use: Residents use the premises solely as an unaccompanied military residence. All guidelines published in 90 MWI 32-901 and other military instructions must be followed. Use of the unit for any other purpose is prohibited.
2. Pets: The only pets allowed on the premises are fish.
3. Condition of Property: The dorm manager and the resident have made an inspection of the property and both parties agree the property is in a fit and habitable condition, except for those damages or malfunctions that have been itemized, in writing, on AF Form 228, Quarters Condition Inspection Report. Unaccompanied Housing Management and resident will retain copies of this report. Any additional items noted by the resident shall be submitted in writing and received by the dorm manager within 3-calendar days of occupancy. If additional items are not received by the dorm manager within the 3-day period, Unaccompanied Housing Management will consider the property to be in acceptable condition and suitable for occupancy.
4. Plumbing and Appliances: The resident shall keep the premises, including all plumbing fixtures and appliances, clean and safe. At the termination of occupancy, all appliances and equipment shall be in good working order and the premises shall be in a clean condition except for normal wear and tear.
5. Use and Repair of Facilities: The resident is expected to make sure no damage is done to electrical, plumbing, sanitary, heating, ventilation, dorm furnishings and appliances in or on the premises. Any damage caused by either the military member or guests beyond normal wear and tear will be repaired at the member's expense.
  - 5.1. Resident will at own expense replace or repair all broken or damaged screens, flooring, wood, plaster, and drywall occurring during their occupancy--normal wear and tear accepted.
  - 5.2. Resident will at own expense keep in a state of good repair and cleanliness all parts of the property including equipment and appliances, and keep all property free from objectionable features, nuisances, and hazards. Residents will be held financially liable for repairs or replacements of property, equipment, or appliances required due to the resident or their guests' negligence, willful misconduct, or deliberate unauthorized use. The approval of the dorm manager must be obtained before the resident places any exceptionally heavy articles, in the unit, which may damage the unit's structural integrity.
6. Notice of Defects or Malfunction: During normal working hours, residents must promptly notify the dorm manager whenever the structure or the equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. Residents shall call Base Civil Engineer (BCE) Customer Service at 773-1856 during non-duty hours.
7. Resident Conduct: Residents and their guests will conduct themselves in a courteous manner that will not disturb their neighbors.
8. Health and Safety: The resident will comply with all health and safety regulations and instructions imposed by the commander.
9. System Overloads: The resident will not install or use any equipment that will overload any water, heating, electrical, sewage, or drainage systems of the assigned premises.

10. Smoke Detectors: It is a violation of federal law to remove any fire detector or smoke detector in the dorms. Report any malfunctions to your dorm manager.
11. Insurance: Renter's insurance is available in the state of Wyoming for military dorm residents.
12. Redecorating and Alterations. You must obtain written permission before redecorating. Do not make alterations, additions, or improvements without approval via AF IMT 332. Such alterations could, if accepted by the incoming resident, remain with the property or be removed by the resident. When removing alterations, the premises will be returned to their original condition at the expense of the resident.
13. Periods of Absence: The resident must notify the dorm manager whenever extended absences from quarters are anticipated; this includes TDYs.
14. Access to Property: When warranted by circumstances or reasonable cause, the installation commander or designated representative may enter the premises to conduct a visual inspection. The dorm managers may enter the premises to perform a maintenance/damage inspection, filter change, or CE escort.
15. Neglect and Costs: If at any time, the Air Force is required to make repairs to the property or equipment for damages caused by your abuse or negligence, or that of your guests, the repairs may be made at your expense. As appropriate, dorm residents will be afforded the option to complete the necessary repairs either by outside contractors or on their own.
16. Vandalism: Annually, vandalism costs the Air Force thousands of dollars. Make every effort to prevent vandalism, theft, and damage to Air Force equipment, furnishings, and residences. The dorm manager must immediately notify Security Forces when damage, theft, or vandalism occurs. Personnel discovered damaging or stealing Air Force assets shall be prosecuted to the fullest extent of the law under the UCMJ. All legal means will be used to collect damages.
17. Storage: The storage of recreational vehicles, quad-runners, utility trailers, and motorcycle trailers in the dorm area is not authorized. This policy is necessary for safe access by responding emergency vehicles and the safety of dorm neighbors.
18. Unauthorized Items: Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dorm. Violations are punishable under Article 92, UCMJ. Local laws and military regulations govern registration, possession and storage of privately owned weapons. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches (with the exception of kitchen knives and display case items). All types of guns designed to propel a projectile (BB, pellet, paint ball, bullet, and so forth) whether by air, gas or other means, are prohibited. Items such as stun guns are prohibited. All types of water guns are prohibited for use in the dorm. All firearms must be registered and stored at the Security Forces Armory. For information on storage of firearms, contact the Security Forces. Prohibited flammable items include gasoline, kerosene, candles (with visibly burnt wicks), incense, or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish, cleaning solvents or polish remover). Other unauthorized items included grills, extension cords, car parts, space heaters not issued by dorm management, and wild game cleaning. I understand it is my responsibility to contact the Traffic Management Office (TMO) to arrange for the movement of household goods at government expense prior to the movement of such goods. I understand that it is my responsibility to provide my dorm manager with a minimum of 30 days advance notice to terminate quarters.

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PRINTED FULL NAME (Last, First, MI) SIGNATURE/RANK

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UNACCOMPANIED HOUSING REP SIGNATURE ROOM DATE

I certify that I am in receipt of 90 SWI 32-9, and I understand the conditions contained herein.

## Attachment 4

## INSPECTION CHECKLIST

NAME/RANK: \_\_\_\_\_ DORM/ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

ITEM	DESCRIPTION	SCORE (0-5)
1. Bed	Properly made with covering on, in good condition.	
2. Carpet	Clean, vacuumed, and major stains removed/reported to dorm manager.	
3. Shower	Floor, walls, fixtures/clean and free of mold and soap scum.	
4. Bathroom area	Clean inside/out, floor, fan, and walls.	
5. Prohibited items	Weapons of any kind, fireworks, fire and safety hazards, display of nudity, non-authorized electrical devices. Heat producing devices i.e., coffee pots, curling irons, hair dryers, etc. MUST BE unplugged while not in use.	
6. Refrigerator/ Microwave	Clean inside/outside, door seals, and freezer defrosted.	
7. Stove/Oven	Clean inside/outside.	
8. Sink/Faucet fixtures	Clean, free of dirt/soap scum, and clean area under sink.	
9. Waste basket	Clean inside/outside, empty with new liner, and no food in basket.	
10. Mirror	Clean, dust free, and no smudges.	
11. Light fixtures	Clean, dust free, and operational.	
12. Windows	Glass, sill, blinds clean and dust free, window closed/secured.	
13. Doors	Main entrance secured, doors and frames clean and undamaged.	
14. Vents	Clean, dust free, and mold free.	
15. Furniture (yours or gov't)	Chests, chairs, desk, dress, TV, etc., clean and dust free.	
16. Closets	Clean and organized. *(subject to inspection if unlocked)	
17. Clothing & personal items	Stored properly. Luggage and empty boxes removed from room. Clothing hung in closets or stored in chests. Shoes neatly under bed or in	

	<b>closets.</b>	
18. Ledges, shelves, etc.	<b>Clean and dust free.</b>	
<b>OVERALL INSPECTION RESULTS/NOTES</b>		
<p><b>NOTE:</b> Scoring will consist of a 0 thru 5 for each section with a score of 5 being the highest. If a particular area is N/A do not score that area.</p> <p>Add the total of all areas together, multiply by 100 and then divide by the number of scored sections for the final score. The highest score will be declared the winner.</p> <p>Example: Raw score of 62 X 100 = 6,200, divided by 13 scored areas = 476.92 Max possibly score is 500 ***<b>CONSIDER THE MANNER IN WHICH THE FACILITY IS KEPT, NOT THE AGE OF ITEM</b> ***</p>		

## Attachment 5

## OVERALL INSPECTION

Dormitory Number \_\_\_\_\_ Zone: \_\_\_\_\_ DATE: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

ITEM	DESCRIPTION	SCORE (0-5)
<b>Outside</b>	(Within a 25' radius of main entry). Neat and orderly.	
Parking Lot	Clean of trash/debris/cigarette butts/etc.	
Court Yard	Consider layout, upkeep, neat and cleanliness.	
<b>Inside</b>		
Entry Area	Neat and orderly, clear of trash, and no dirt on floor.	
First Floor Hallway	Neat, clean, and orderly.	
First Floor Dayroom	Consider furniture arrangement, condition in which kept (dust/trash free). Neat, clean, and orderly.	
Stairways	Cleanliness general appearance.	
Second Floor Hallway	Neat, clean, and orderly.	
Second Floor Dayroom	Consider furniture arrangement, condition in which kept (dust/trash free). Neat, clean, and orderly.	
<b>Common Area</b>		
Sink/Cabinets	Neat, clean, and orderly.	
Microwave Oven/Refrigerator	Clean inside/outside.	
Stove	Clean inside/outside.	
<b>Common Storage Area</b>	Clean/orderly.	

**OVERALL INSPECTION RESULTS/NOTES**

**NOTE:** Scoring will consist of a 0 thru 5 for each section with a score of 5 being the highest. If a particular area is N/A do not score that area.

Add the total of all areas together, multiply by 100 and then divide by the number of scored sections for the final score. The highest score will be declared the winner.

Example: Raw score of 62 X 100 = 6,200, divided by 13 scored areas = 476.92 Max possibly score is 500 \*\*\***CONSIDER THE MANNER IN WHICH THE FACILITY IS KEPT, NOT**

<b>THE AGE OF ITEM ***</b>
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